

**HOME INSPECTOR ADVISORY COMMITTEE  
MADISON, WI  
MINUTES  
JUNE 15, 2004**

**PRESENT:** Jerome G. Baumgardt, Larry Engen, Mark Jankowski, Norbert Lovata, Mark Thomas (9:50 a.m.) and Brian Vanden Heuvel

**EXCUSED:** Richard Staff, Ada Duffey

**STAFF PRESENT:** Roxanne Peterson, Direct Licensing Coordinator, Jacquelynn Rothstein, Legal Counsel, Dave O'Connell, Division of Enforcement, Diane Miller, IT and Pat Schenck, Program Assistant

**CALL TO ORDER**

Roxanne Peterson, called the meeting to order at 9:30 a.m. A quorum of five members was present. A quorum of six members was present at 9:50 a.m.

Ms. Peterson introduced herself to the Committee members and gave a brief background on the changes within the Department. Committee members expressed their appreciation for all the work Clete Hansen had done for the Boards and the Department.

**ADOPTION OF AGENDA**

**MOTION:** Mark Jankowski moved, seconded by Norbert Lovata, to approve the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES (9/25/02)**

**MOTION:** Norbert Lovata moved, seconded by Jerome Baumgardt, to approve the minutes of September 25, 2002 as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT**

The Committee members provided updated addresses and phone numbers.

## **DEPARTMENT OF REGULATION & LICENSING WEBSITE PRESENTATION**

<http://drl.wi.gov>.

Diane Miller, IT Director, gave a presentation on the Department's new website and answered questions from the Committee members.

## **AGENCY RULEMAKING PROCEDURE UPDATE**

Jacquelynn Rothstein reported on the new changes to the administrative rule-making process required in 2003 Wisconsin Act 118". The new changes will require more research and analysis regarding rule-making procedures.

## **DIVISION OF ENFORCEMENT ISSUES COMPLAINT HANDLING PROCEDURE**

Dave O'Connell, Division of Enforcement, reported on the Division of Enforcement complaint tracking and screening panel process. The Committee reviewed handouts outlining the case handling process with the Division of Enforcement, including the intake stage, investigation stage, legal action stage, hearing stage and the steps in the case handling process.

## **COMPLAINT REGISTRY INFORMATION FILE AND ANNUAL REPORT**

Dave O'Connell explained the statutory requirements requiring a yearly report to the legislature of the home inspection registry. The Committee received the 2003-2004 Home Inspection Registry.

The Committee suggested that the 2003 and 2004 Home Inspector Registry Report be added to the Department's website.

## **SCREENING PANEL MEMBERS**

Mark Jankowski and Jerome Baumgardt volunteered to serve on the DOE screening panel. Norbert Lovata will be the alternate panel member.

## **OFFICE OF EDUCATION AND EXAMINATIONS ISSUES NATIONAL AND STATE EXAMINATION UPDATE**

Dr. Barbara Showers reported on the Office of Education and Examination issues and updated the Committee on the National and State Examinations. The Committee reviewed the list of states that use the National Home Inspector Examination and the most recent Role Delineation Study (*national survey of home inspection practice that is used to identify the necessary*

*knowledge and skills for the exam*). Dr. Showers reported that Wisconsin's pass rate on the national exam is now up from about 50% to 65%. Wisconsin's pass rate remains slightly above the average for the fifteen states that use it. Wisconsin is the third largest user after Illinois and Arizona at this time.

### **CONTINUING EDUCATION UPDATE**

The Committee discussed the continuing education requirements and advised they have not heard of any complaints from home inspectors regarding taking courses for continuing education credits.

### **DISCUSSION WITH DEPUTY SECRETARY SANDRA ROWE**

Deputy Secretary Sandra Rowe thanked the Committee for their service to the Department and the State. The Committee complimented the Department on the positive changes that have occurred in the Division of Enforcement over the past year and a half.

### **COMMITTEE MEETINGS**

Roxanne Peterson advised that the Committee is advisory in nature to the Department Secretary. Generally, the Secretary would only call a meeting if it was warranted. The Committee recommended that at least one meeting be called a year. This recommendation will be taken under advisement.

### **DISCUSSION ITEMS**

Future topics for discussion:

- Radon
- Possibility of a home inspector on the Real Estate Contractual Forms Advisory Committee
- Possible revisions to the Offer to Purchase form

### **ADJOURNMENT**

**MOTION:** Larry Engen moved, seconded by Mark Jankowski, to adjourn the meeting at 11:20 a.m. Motion carried unanimously.